



Job Role: Head of Operations

Job Summary:

The Centre of Excellence in Human-centered Computing at IIIT Delhi is inviting applications for the position of **Head of Operations**. The candidate will manage administrative operations while leading end-to-end recruitment efforts in the CHCC department

Key Responsibilities:

Recruitment Responsibilities (60%)

- Partner with department heads to understand hiring needs and develop role-specific job descriptions.
- Manage the entire recruitment life cycle, including sourcing, screening, interviewing, shortlisting, and onboarding.
- Post job openings across platforms (LinkedIn, Naukri, etc.) and maintain talent pipelines
- Organise interview schedules, feedback loops, and candidate communication.
- Set up and maintain an Applicant Tracking System and recruitment dashboards for regular updates.

Administrative Responsibilities (40%)

- Oversee office administration, including facility management, inventory, housekeeping, and vendor coordination.
- Manage office supplies, assets, courier, travel, and logistics support.
- Maintain records of attendance, leaves, and basic HR compliance documents.
- Understanding of GFR compliance requirements concerning purchase, tendering, consulting, etc
- Support onboarding logistics, including workstations, email IDs, ID cards, and welcome kits.
- Responsible for establishing and overseeing the end-to-end process of third-party supplier selection, onboarding, compliance, and payment to ensure efficiency, cost-effectiveness, and adherence to organisational policies.
- Ensure smooth functioning of office infrastructure and adherence to safety protocols.
- Manage and organise seminars, workshops, and events

Essential Qualifications:

- Bachelor's degree with a minimum of 50%.
- 10 years of total working experience, including up to 6 years in administrative operations, procurement, and recruitment.

Preferred Qualifications:

- Master of Business Administration (MBA).
- Experience/certification in HRMS/ATS platforms.
- Proven experience in leading and managing teams, with the ability to motivate and guide members towards organisational goals.
- Excellent organisational, multitasking, and time management skills.
- Strong communication and stakeholder management skills.
- Proficient in MS Office and Google Workspace
- Ability to work independently and handle sensitive information with discretion.
- Demonstrated go-getter attitude, with a proactive approach to problem-solving and the ability to thrive in a fast-paced, dynamic work environment.
- Certifications such as SHRM-CP, PHR, PMP, or Lean Six Sigma.

Salary and Duration:

- Salary: Up to **₹20 lakhs per annum**, based on qualifications and experience.
- Nature: **Contractual and project-based** position.
- Duration: **Co-terminus with the project** (currently till **July 31, 2026**).
- Tenure: As per the **offer letter** or project completion, whichever is earlier.

Location: The candidate chosen for this role will be working at the physical premises of IIIT-Delhi, Okhla Phase 3, New Delhi. The work is full-time and on-premises.

Last Date of application: 8th December 2025, [Apply Here](#)